

**CLASS TITLE:****PRINCIPAL JANITOR****Class Code: 02162400****Pay Grade: 15A****EO Code: H****CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise the work of a group of subordinates engaged in the cleaning, custody, and routine maintenance of a large public building such as the Rhode Island State House or one group of buildings at the University of Rhode Island; and to do related work as required.

**SUPERVISION RECEIVED:** General assignments of duties are made by a superior; specific assignments are made occasionally; work is occasionally reviewed while in process and upon completion.

**SUPERVISION EXERCISED:** Makes specific assignments to subordinates; closely reviews the work of subordinates while in process and upon completion.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

When assigned to a large public building such as the Rhode Island State House or to one group of buildings at the University of Rhode Island:

To plan, supervise, and review the work of a group of subordinates engaged in performing such duties as sweeping, mopping, waxing floors, washing windows, distributing soap and towels, cleaning lavatories and plumbing fixtures, and doing similar janitorial and domestic work.

To discuss space allocation matters with building occupants and to report same with recommendations to a superior for final action.

To submit requisitions for repairs and supplies.

To personally engage tradesmen for small emergency jobs.

To inspect the work of all subordinates.

To inspect small maintenance jobs performed by private contractors or tradesmen.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of cleaning methods, cleaning materials, and equipment used in public buildings; a working knowledge of the principles and practices of the more common building trades; the ability to plan and direct the work of others; the ability to meet and deal with tenants tactfully; and related capacities and abilities.

**EDUCATION AND EXPERIENCE:**

**Education:** Such as may have been gained through: completion of ten school grades; and

**Experience:** Such as may have been gained through: employment in a supervisory capacity in janitorial or building maintenance work.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

**SPECIAL REQUIREMENT:** At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

Editorial Review: 3/15/03